

~~SECRET~~  
Security Information

III. Functions of the Secretariat of the CIA Career Service Board

1. Recommends to the CIA Career Service Board ways and means of improving the CIA Career Service Program.
2. Performs all secretariat and administrative functions for the CIA Career Service Board. These include, but are not limited to:
  - a. Maintaining master files concerned with Career Service matters on a current basis for the CIA Career Service Board, including agenda and records of meetings.
  - b. Transmitting to the CIA Career Service Board recommendations of the Office Career Service Boards for consideration and current status of rotation appointments for review.
  - c. Initiating and supervising such studies as are needed to improve the Career Service Program.
  - d. Assisting Office Career Service Boards in effecting rotation appointments.
  - e. Submitting unresolved inter-Office Board problems to the CIA Career Service Board for decision.
  - f. Coordinating with the Office of Training training arrangements and needs respecting the CIA Career Service Program.
  - g. Acting in support of Boards established by the CIA Career Service Board for handling specialized functions on an Agency-wide basis.

8 May 1952